SECRET
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050019-2

REPORTS INVENTORY

CONTROL NO. SC&PB/OEL/DD/S&T-2

PREPARE IN DUPLICATE Notice of Expedited Payment to Contractors

1. TITLE OF REPORT (If a fill-in report include Form No.)
Memo of Understanding between the Office of Logistics and the Office of Finance dated 1/3/68

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [X] FINANCE

4. NO. OF COPIES PREPARED: Three (3)

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): Two (2)

7. FORMAT (memorandum, form computer print-out, etc): Memorandum

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Memo of Understanding between OL and OF, 1 March 1968

10. PREPARING COMPONENT (include lowest level contributing information to report): SC&PB/OEL/DD/S&T

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	$4.15		1/4		$1.04		12		$12.48

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $12.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This memorandum informs the Office of Finance to delay payment to the Contractor for unsatisfactory performance or any other reason known to the Contracting Officer. It also includes the Contracting Officer's up-dated listing of any and all contracts under which expedited payment procedures (established by Directive Authority stated in Item 9) should be held in abeyance.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS 25X1

25X1

16. DATE OF INVENTORY: 8 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Secretary

18. EXTENSION

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FORM 112 (22-36-43)